**Dependency on Designation:**

1. Medical Allowance

* Trainee Officer And Above (25% Of Basic)
* Office Assistants (17% Of Basic)

Condition

* Confirmed Employee

1. House Rent
   1. Trainee officers to general Managers(50% of basic)
   2. Office Assistants (100%)

Condition:

* All permanent employees

1. Transport Allowance
   1. Complex structure

Condition:

* Confirmed employees(Trainee Officer – Asst. Manager)

**Dependency on Employment Status:**

1. Festival Bonus
   1. Permanent Employee(Confirmed) (A full monthly basic)
   2. Contractual (Must Complete 6 Months) (40% of gross)
   3. Permanent Office Assistant (200% of basic)
   4. Contractual Driver And Tea girl
      1. (If Gross>10,000 ) Then 50% of gross
      2. (if Gross<10,000) Then 70% of gross

Definition of permanent employee

/\*Manual Disbursement \*/

Transport Allowance

* 1. Complex structure

Condition:

* All Confirmed employees
* (Applicable for Deputy Manager – General Manager)

**Deduction:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Remarks** | **Frequency** |
| PF Installment‎ |  | Depends on amortization with interest |
| CAR Installment‎ |  | Monthly (if applicable) |
| GEN Installment‎ |  | Monthly (if applicable) |
| AC Recoverable‎ |  | Monthly (if applicable) |
| PF Contribution‎ |  | Monthly (only confirmed employees) |
| Other |  |  |
| Income tax‎ |  | Monthly |

**Bonus Component:**

|  |  |  |
| --- | --- | --- |
| **Type** | **Remarks** | **Frequency** |
| Festival Bonus |  | Yearly two times |
| Performance Bonus |  | Zero or once in each year |
| Others |  |  |
| LFA | N\A | N\A |

**Tax Calculation**

|  |  |
| --- | --- |
| **Details** |  |
| Tax Rates | On first Tk. 220,000: nil  On next Tk. 300,000: 10%  On next Tk. 400,000: 15%  On next Tk. 300,000: 20%  On Balance : 20% |
| Investment Incentives/Tax rebate | Investment Ceiling : 1.5 Crore  Investment Ceiling as percentage of total income :30%  Tax Rebate:15% |
| Encashment of allowance | * + 1. Tax Exemption limit-House Rent : 240,000     2. Conveyance Allowance: 30,000 |
|  |  |

**Taxable components**

|  |  |
| --- | --- |
| Types |  |
| Basic |  |
| House Rent |  |
| Performance |  |
| Festival |  |
| Transport |  |
| Arrear |  |
| Maintenance |  |
| Utility |  |
| Festival component |  |
| Medical Allowance |  |

Discussion with Sazzad Bhai (August 29 2013)

\*\* Employee Basic Information

* Joining Date
* Designation
* Basic

\*\* Salary Setup

* Basic
* House Rent Percentage
* Maintenance
* Arrear

\*\* Deduction Setup

\*\* Loan Information

\*\* Tax Setup

\*\* Bonus Setup

\*\* Salary Processing

* Components
  + Festival
  + Performance
  + Tax
  + Arrear
  + Deduction
  + Loan Deduction
  + Account Recoverable

\*\* Reports (8-9 Formatted Report)

* Tax Report
* Large Report
* Loan Report
* Individual PF Report
* Salary Report
* Others Benefit
* Gross Summary

\*\* Limitations

* Can’t Add Dynamic component.

**Provident Fund**

* Will execute for each month.

|  |
| --- |
| Provident Fund Entity |
| EmployeeID |
| Year |
| Month |
| Employees Contribution |
| Credited Interest (Emp) |
| Company Contribution |
| Credited Interest (Com) |
| New Principal |
| Loan Amount |
| Collection amount |
| Balance |
| Process Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EmpID | Name | Process Date | Emp. contribution | Credited Interest (Emp) | Company Contribution | Credited Interest (Com) |
| A1170 | Debayan  Samaddar | 9/4/2013 | 1600 | 0 | 1600 | 0 |
| …. | …. | … | … | … | … | … |
| A1170 | Debayan  Samaddar | 1/1/2014 | 0 | 5000 | 0 | 5000 |

**Loan against Provident Fund**

* Maximum allowable amount is 80% of an Individual contribution
* Interest Rate 6% (As per policy Variable)
* Subsequent Loan may approved (as per policy)
* Maximum tenure (24 months)

|  |
| --- |
| Loan Against PF Entity |
| Loan ID |
| Loan Amount |
| Loan Interest Rate |
| Tenure |
| Disbursement Date |

**Vehicle Maintenance Allowance**

* Manual disbursement
* Not taxable

|  |
| --- |
| Vehicle Maintenance Entity |
| Employee ID |
| Fuel limit |
| Cost per litre |
| Driver allowance |
| Car maintenance |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee ID | Fuel limit | Cost per litre | Driver allowance | Car maintenance |
| A1170 | 150 | 100 | 15,000 | 12,000 |
| … | … | … | … | … |

**General Vehicle Maintenance Component Structure**

|  |
| --- |
| General Vehicle component structure entity |
| Designation |
| Allowance for fuel expense (octane equivalent) |
| Driver Allowance |
| Vehicle Maintenance Allowance |
| Car subsidy allowance |
| Consolidated allowance |
|  |

**Generic Master Component Structure**

|  |
| --- |
| Generic Master Component Structure |
| Component ID |
| Component Name |
| Component Value |
|  |
| Dependent On Designation |
| Consolidated/ Percentage Applicable |
| Dependent On (Basic/Gross) |

**Sub Component Structure**

|  |
| --- |
| Sub Component Structure Entity |
| Sub Component ID |
| Component ID |
| Sub Component Name |
| Sub Component Value |
| Sign(+,-,\*,/) |
| Value Per Component |
| Consolidated/percentage Applicable |
| Others |
| Is Taxable |
| Dependent On (Basic/Gross) |

**Define Gross Component**

|  |
| --- |
| Gross Components |
| Basic |
| House Rent |
| Medical Allowance |
| Transport |
| … |

**Define Basic Component**

|  |
| --- |
| Basic Components |
| Basic |

**Gratuity Calculation**

1. Eligibility: Employee shall have completed 5 years of confirmed service with the company. 10[a]
   1. Note withstanding the provisions of clause 10[a] gratuity shall not be paid to an employee who has been dismissed from service because of misconduct.

|  |  |
| --- | --- |
| Years of continuous service | Rate of gratuity |
| 5 years | 0.5 of monthly basic |
| 6 years | 0.6 of monthly basic |
| … | … |
| 20 years | 2.0 of monthly basic |

**Calculation of gratuity for Completed Years**

* Last Basic \* Rate of gratuity \* completed years

**Calculation of gratuity for fractional period of the year:**

* (Fractional Month\* Las Basic \* Rate of Gratuity Applicable)/12

Proposal: (by KCB)

* Calculate yearly provision for each employee ranging from (0.1 to 2.0 rate of gratuity)
* Must generate back dated provision (with **previous basic** and **previous active employee** list.)

**Proposal (KCB)**

* SMS notification for Salary disbursed.

Taxable income

* Basic Salary = 45,000 PM (100%)
* Any Type of bonus (100%)
* House Rent ( monthly 20,000 or 50% of basic which is lower will subtract from actual house rent)
  + Actual rent : 27,500\*12= 3,300,00
  + Less : 20,000\*12 = 240,000
  + Or 50%45000\*12= 330,000 (240000)

---------------------

90,000

* Medical Allowance (100%) : At actual
* Transport allowance : 30,000 exempted per year
* Mobile Allowance (100%)
* PF Contribution (Co's Part) ( 100% )
* Tax exemption for Female All & above 65 age of Male & physically disabled person
* Location wise minimum different tax calculation.
* Tax rebate

**Employee Salary Profile**

* Basic Component Value \* Ratio (e.g. 8000 \* 1.0)
* Basic Component Value \* Ratio (e.g. 8000 \* 0.5)